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12 February 1954

OPM 20-615-2

OFFICE OF PERSONNEL MEMORANDUM NO.10-54

SUBJECT: Civil Service Retirement

REFERENCES: Agency Regulations on Civil Service Retirement and Chapter R-5, Federal Personnel Manual

RESCISSION: Personnel Director Memorandum 46-52
Designation of Beneficiary, Standard Form No. 2808

1. This memorandum establishes the procedures to be followed within the Office of Personnel in administering the Civil Service Retirement program as prescribed in Agency Regulations.

2. Retirement Information

ICD per 37-55

a. Retirement information, advice and counseling will be provided by the ~~Employee Services Division~~. For this purpose, Attachment 1 will be used when appropriate as an informational handout to interested individuals, including personnel or resignees not at headquarters.

b. The ~~Counseling Branch, Employee Services~~ ICD Division, has general responsibility for conducting retirement interviews, apprising employees who leave the Agency of their retirement status and answering other specific inquiries. The ~~Insurance and Claims Branch, ESD,~~ ICD will provide necessary technical assistance to the Counseling Branch.

c. Counseling Branch will discuss in retirement interviews, pre-exit interviews and when otherwise requested, the following factors as applicable to individual cases:

(1) Eligibility for retirement

(2) Length of civilian and military service

(3) Creditability of service

(4) Types of annuity available

(5) Survivor benefits

(6) Advantages of making voluntary contributions, deposits and redeposits

(7) Estimated amount of the employee's annuity or refund

Rescinded by OPM 20-615-3 (60-55) dtd 29 Nov 55

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(8) Procedure for making application

d. Whenever practicable, the Counseling Branch will transmit to individuals resigning outside of Washington, D. C., information concerning their retirement rights, privileges, and benefits and will provide the necessary application forms. Such individuals will be instructed to send applications to the Office of Personnel, 2430 E Street, N. W., Washington 25, D. C., for processing and transmittal to the Civil Service Commission (See Attachments 1, 2, 3 and 6).

e. The Counseling Branch will review individual cases of prolonged absence for reasons of ill health to consider the employee's possible eligibility for disability retirement. In appropriate cases, the Counseling Branch will advise the employee of his apparent eligibility and of the procedural requirements for making application (See Attachment 2).

3. Advance Notice of Age Retirement

a. The Transactions and Records Branch, Processing and Records Division, will verify the service of each employee approaching mandatory age retirement. Verification will be obtained from the Civil Service Commission not less than one year but not more than two years in advance. For this purpose, the Transactions and Records Branch, PRD, will arrange with the Correspondence Branch, PRD, to prepare an appropriate letter for signature and transmittal to the Civil Service Commission by the Deputy Assistant Director for Personnel. Following receipt of the verification, the Transactions and Records Branch will record the information on the employee's Service Record Card (SF 7) and place the original of the Commission's letter in the employee's Official Personnel Folder.

b. Advance notice of mandatory age retirement will be given an employee approximately three months in advance of the date of his separation; it must be received by the employee at least 60 days in advance. Three months prior to the due date of the employee's separation, the Transactions and Records Branch will notify the Counseling Branch that the employee's mandatory age retirement has been verified and specify the separation date. The Counseling Branch will arrange for the Correspondence Branch to prepare a suitable memorandum of advance notice. This memorandum will be prepared for the signature of the DAD/P and will state the proposed effective date of separation and citation of section 2(a) of the Retirement Act as authority for the retirement.

4. Processing of Applications for Retirement and Death Benefits

a. Applications for Retirement

The Insurance and Claims Branch will review each Application for Retirement, Standard Form 2801, to insure that the form is properly executed and to determine if the data reported by the employee, such as the approximate years of service, title of position, etc., agrees with official documentation in the employee's Official Personnel Folder. It will contact the employee for any supporting papers needed or for clarification of conflicting information.

(1) Items 6, 7 and 8 will be filled out as follows:

(a) Item 6 - "CIA" will be stated as the place of employment; subordinate units will not be shown.

(b) Item 7 - "Washington, D. C." will be listed as the place of employment.

(c) Item 8 - A general position title may be used if it is not an organizational title or otherwise peculiar to the Agency. (A general civil service title is acceptable.)

(2) In any case in which the creditability or length of service of the employee is not conclusive, the Insurance and Claims Branch will refer the question to the Transactions and Records Branch for determination. When necessary, and security considerations permit, the Transactions and Records Branch will arrange with the Correspondence Branch for the preparation of a letter, for signature of the DAD/P, requesting verification of the individual's claimed service by the Civil Service Commission or other authentic source.

(3) If the application is for disability retirement, the Insurance and Claims Branch will secure the required supporting documents from the Medical Office and the organizational unit concerned (See Attachments 4 and 5). The Insurance and Claims Branch will request that the description of the disability be phrased in general terms if such disability was incurred in line of duty and is due to classified operations. The injury should be described in a manner that will permit the form to be unclassified.

b. Applications for Death Benefits

When an employee dies, the Counseling Branch will review his file to determine whether this record indicates a survivor or beneficiary who may be eligible for death benefits. When applicable, the Counseling Branch will forward Standard Form 2800, Application for Death Benefits, to the survivor concerned and inform him of the

procedural requirements involved in making an application, including the submission of a certified copy of the death certificate (See Attachment 2). "CIA" will be stated as the place of the decedent's employment, and "Washington, D. C." as the location. The letter should specify that the form is to be returned to the Office of Personnel, 2430 E Street, N. W., Washington 25, D. C., instead of to the Civil Service Commission. Completed applications for death benefits will be processed by the Insurance and Claims Branch.

c. Final Processing of Applications for Retirement and Death Benefits

The Insurance and Claims Branch will determine whether any special procedure or documentation is required to effect secure processing of Standard Form 2800, Application for Death Benefits, and Standard Form 2801, Application for Retirement, through the Retirement Division, Civil Service Commission. Standard Form 2806, Individual Retirement Record, and Standard Form 2807, Register of Separations and Transfers, will be obtained from the Comptroller for attachment to the application involved. Completed applications will be forwarded to the DAD/P for signature, except as provided in (1) below, and for transmittal to the Civil Service Commission in either an overt or a secure manner, as the circumstances require.

(1) If security considerations preclude signature of an application for retirement or death benefits by the DAD/P, the Insurance and Claims Branch will obtain the signature of an appropriate certifying officer in the Office of the Comptroller.

(2) When security considerations so require, applications will be hand carried to cleared personnel in the Commission for final processing.

5. Designation of Beneficiary

a. Designation at Entrance on Duty

The Transactions and Records Branch will acquaint each appointee of the order of precedence defined by law and will instruct him to execute Standard Form 2808, Designation of Beneficiary, in duplicate, if he desires to elect a beneficiary out of the prescribed order.

b. Designation During Employment

(1) An employee may designate or redesignate a beneficiary out of the prescribed order of precedence at any time by executing and forwarding two copies of Standard Form 2808, Designation of Beneficiary, to the Office of Personnel.

(2) During an employee's processing for overseas assignment, the Central Processing Branch, PRD, will advise him of his right to designate a beneficiary. Interested employees will be referred to the Transactions and Records Branch. The employee will be advised against taking his personal copy of the designation form overseas.

c. Designation at Separation

Each employee in the Washington area who applies for immediate or deferred retirment annuity when he leaves the Agency will be advised by the Counseling Branch of his right to designate a beneficiary out of order of precedence. Interested individuals will be referred to the Transactions and Records Branch.

d. Processing of Standard Form 2808, Designation of Beneficiary

(1) The Chief of the Transactions and Records Branch is responsible for verifying that the form is signed, witnessed, dated and otherwise prepared in accordance with Civil Service Commission requirements, except that Item 4 on the form will be left blank.

(2) Both copies of Standard Form 2808, Designation of Beneficiary, will be transmitted to the office of the Assistant Director for Personnel for stamping the official date and time of receipt on both copies. The forms will be returned to the Transactions and Records Branch.

(3) The Transactions and Records Branch will detach the duplicate copy of the form and forward it through administrative channels to the designator for his personal record. The original of the form will be forwarded to the Fiscal or Finance Division, as appropriate, by an original and one copy of a transmittal memorandum. The memorandum will request the Division concerned to acknowledge receipt of the form on the copy of the memorandum and to return this copy to the Transactions and Records Branch for filing in the employee's Official Personnel Folder. The Transactions and Records Branch will maintain a third copy of the transmittal memorandum in suspense until the Fiscal or Finance Division concerned returns the acknowledged copy, whereupon the Transactions and Records Branch will destroy the suspense copy of the memorandum.

(4) The Fiscal or Finance Division, as appropriate, will retain the original copy of the form until the individual concerned leaves the Agency. Upon separation of the employee,

the most recent form prepared by the employee will be attached to Standard Form 2806, Individual Retirement Record, and Standard Form 2807, Register of Separations and Transfers, for transmittal to the Civil Service Commission.

6. Applications for Purchase of Service Credit

a. Regular Procedure

(1) Employee applications for deposits or redeposits will be submitted to the Insurance and Claims Branch on Standard Form 2803 (or Standard Form 103), Application for Purchase of Service Credit, for assistance and processing.

(2) Whenever possible, the Insurance and Claims Branch will execute Schedules 1 and 2 of the form on the basis of the information available from the employee's Official Personnel Folder. The Chief, Employee Services Division will sign the form as evidence that the statements in Schedules 1 and 2 are based upon official records of the Agency and will forward the form to the Retirement Division, Civil Service Commission.

(3) If applicable, the Insurance and Claims Branch will coordinate with the office of the Assistant Director for Personnel any security questions involved in processing such applications.

b. Special Procedure

The office of the Assistant Director for Personnel will process applications for purchase of service credit through secure channels in the Civil Service Commission when special processing is justified on security grounds.

7. Voluntary Contributions

If the office concerned interposes no security objections, an employee may make voluntary contributions to the Retirement Fund by submitting directly to the Civil Service Commission Standard Form 2804, Election to Make Voluntary Contributions (See [redacted] Sections 25X1A 6c and 7f). If this procedure is considered by the office concerned to be unsuitable for security reasons, the application will be forwarded to the office of the Assistant Director for Personnel for secure handling.

8. Processing Applications for Refunds

a. Regular Procedure

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(1) An employee eligible for a refund, as indicated in Section 6d of [redacted] may make application when he is absolutely separated from the Federal service by executing Standard Form 2802, (or Standard Form 102), Application for Refund of Retirement Deductions. If the employee plans to re-enter government service at some future date, he should be informed of the necessity for paying back the deductions plus accrued interest in order to receive retirement credit for the period of service covered by the refund.

(2) The Counseling Branch will assist interested individuals in preparing Standard Form 2802, Application for Refund of Retirement Deductions, at the time of the exit interview. Completed forms will be forwarded to the Payroll Branch of the Fiscal or Finance Division, as appropriate, for final processing and transmittal to the Civil Service Commission.

(3) When practicable, the Counseling Branch may communicate with an employee resigning outside of Washington, D. C., concerning his eligibility for a refund and the procedure to be followed (See Attachments 3 and 6). The employee should be instructed to submit the application form to the Office of Personnel, 2430 E Street, N. W., Washington 25, D. C., instead of to the Civil Service Commission. Upon receipt of the application, the Counseling Branch will forward it to the appropriate Payroll Branch for final processing and transmittal to the Commission.

b. Special Procedure

A special procedure may be used for refund of retirement deductions directly by the Agency when disclosure of the individual's Agency connection would abridge security requirements. No accrued interest is paid under this procedure. In accordance with the agreement between the Agency and the Civil Service Commission, the procedure must be used sparingly. All requests for direct refund will be referred to the office of the Assistant Director for Personnel for review and approval.

9. Re-employment of Annuitants

Whenever consideration is being given to the re-employment of a civil service annuitant, the case will be referred to the office of the Assistant Director for Personnel for approval.

10. Information on Retirement Activities Performed by Comptroller's Office

a. Making Retirement Deductions

When effecting salary payments to employees paid from vouchered funds, the Fiscal Division is responsible for concurrently

transferring the total amount of retirement deductions from the CIA appropriation to the retirement fund in the U.S. Treasury. At the end of each month, the Finance Division prepares a check, payable to the Treasurer of the United States, for the actual amount of retirement deductions taken from salaries paid from unvouchered funds during the period and forwards the check to the U.S. Treasury through the Fiscal Division.

b. Processing Individual Retirement Records

(1) When an individual enters on duty, the Transactions and Records Branch initiates Standard Form 2806, Individual Retirement Record, and forwards it to the Fiscal or Finance Division, as appropriate. The Division concerned maintains a record of retirement deductions taken during the individual's employment in the Agency. When an employee transfers between vouchered and unvouchered funds, his Standard Form 2806, Individual Retirement Record, is also transferred.

(2) When an employee separates from the Agency, the Fiscal Division transmits Standard Form 2806, Individual Retirement Record, and Standard Form 2807, Register of Separations and Transfers, to the Civil Service Commission except when the Office of Personnel obtains these forms for transmittal with a retirement application. Finance Division forwards Standard Form 2806's for employees paid from unvouchered funds to the Commission through the Fiscal Division.

c. Direct Refund of Deductions

Whenever unusual circumstances require that an individual's employment in this Agency not be revealed, even after he is separated or transferred, the Assistant Director for Personnel may approve a refund of the amount of his retirement deductions. The Finance Division will pay the individual a lump-sum equal to the retirement deductions originally taken out. The employee's Form 2806, Individual Retirement Record, is removed from the file, and necessary accounting changes are made in the retirement records in order that the individual's employment will not be reported to the Civil Service Commission.

GEORGE E. MELOON
Deputy Assistant Director
for Personnel

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Attachments